



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
TAYLOR HARDIN SECURE MEDICAL FACILITY
1301 JACK WARNER PARKWAY NORTHEAST
TUSCALOOSA, ALABAMA 35404-1060
205-556-7060
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JAMES V. PERDUE
COMMISSIONER

DR. BARBARA JACKSON
ACTING
FACILITY DIRECTOR

AN EQUAL OPPORTUNITY EMPLOYER
ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION

<u>JOB TITLE:</u>	Accounting Assistant II	<u>NUMBER:</u>	15-07
<u>JOB CODE:</u>	K2000	<u>POSITION NO:</u>	8802094
<u>JOB LOCATION:</u>	Taylor Hardin Secure Medical Facility 1301 Jack Warner Parkway Northeast Tuscaloosa, AL 35404	<u>DATE:</u>	08-28-15
<u>SALARY RANGE:</u>	67 (\$30,724.80 to \$46, 615.20)		

QUALIFICATIONS: Graduation from a standard senior high school, plus responsible clerical accounting experience (**24 months or more**). Patient account billing and related computer skill/experience is preferred.

KIND OF WORK: Completes documents such as receipts, checks, social security and VA inquiries, and etc. Computes/files claims/posts data to maintain patient financial accounts, deposits and withdrawals in a timely manner without valid complaint. Contacts patients/and or other responsible parties by correspondence, telephone, and/or in person in order to explain account procedures. Receives/counts/deposits money (cash, checks and money orders) in order to provide accountability for money received by the Facility for patient accounts. Compiles/updates/maintains/retrieves information pertaining to patient funds and, etc. Completes reports, exchange information with requesting parties and maintain records for documentation and future reference. Prepares/maintains records of non-consumable property. Takes (or assists in taking) physical inventory of non-consumable property.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Knowledge of Accounting principles and practices, knowledge of billing practices and procedures. Knowledge of computer programs, various software and general office equipment. Demonstrated ability to communicate effectively both orally and in writing. Ability to be courteous and professional at all times with patients, employees and the general public. Ability to maintain strict confidentiality. Ability to prepare, create, and disseminate data. Ability to multi-task functions.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their training, experience and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above. All relevant information is subject to verification. **Drug screening required. Security Clearances will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.**

HOW TO APPLY: Use an Application for Professional Employment, which may be obtained from this office. Application should be returned to the Personnel Office (at the address above) by **UNTIL FILLED** in order to be considered for this position. Do not return this application to the State Personnel Department. Copies of all licenses should be forwarded with your application. ***A COPY OF OFFICIAL COLLEGE/UNIVERSITY TRANSCRIPT FROM COLLEGE/UNIVERSITY ATTENDED SHOULD ALSO BE FORWARDED TO THE PERSONNEL OFFICE (AT THE ADDRESS ABOVE). JOINT COMMISSION ACCREDITED/EQUAL OPPORTUNITY EMPLOYER.**

“Only work experience detailed on the application form will be considered. Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application.”

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